



ALEXANDRIA / ARLINGTON REGIONAL

# Workforce Council

## COUNCIL BY-LAWS

### ARTICLE I NAME OF THE BODY

The name of the body, for which the By-laws pertain, is the Alexandria/Arlington Regional Workforce Council, hereinafter referred to as the "Workforce Council." Where a conflict arises between these By-laws and any applicable law, rule, or regulations, such law rule, or regulation shall control.

### ARTICLE II PURPOSE

The Workforce Council was established by joint agreement between the Alexandria City Council and the Arlington County Board, in accordance with the Workforce Innovation and Opportunity Act of 2014, (Public Law 113-128), hereinafter referred to as "WIOA", and in accordance with policies established by the Commonwealth of Virginia. It is the purpose of the Workforce Council to work in partnership with the Chief Local Elected Officials of the City of Alexandria and Arlington County to provide guidance and to coordinate and conduct oversight with respect to activities of the Alexandria/Arlington Workforce Development Consortium and its local public workforce system.

The Workforce Council serves as a strategic convener to promote and broker effective relationships between Alexandria City, Arlington County and their economic, education, and workforce partners. The Workforce Council shall maintain strategic and strong relationships with business organizations, chambers of commerce, labor and trade associations, education providers, and others as needed or required. The Workforce Council is authorized to conduct such activities as it deems necessary to carry on the WIOA programs and to assist in the development of the local plan.

The responsibilities of the Workforce Council are set forth in the Agreement between the Chief Local Elected Officials of the City of Alexandria and Arlington County and the Local Workforce Development Board. The Workforce Council, serving as the Local Workforce Development Board for the City of Alexandria and Arlington County, may exercise all powers authorized by law in the manner provided therein.

### ARTICLE III MEMBERSHIP

Members of the Workforce Council are appointed by the Chief Local Elected Officials of the City of Alexandria and the Arlington County Board. Membership will be comprised of thirty-four members and in the following composition: each jurisdiction will be responsible for appointing nine private

sector members and three workforce representatives which must include labor organizations and representatives of apprenticeship programs, and may also include community-based organizations. Membership will also include a representative from each jurisdiction for each of the following institutions mandated for presence by WIOA including secondary educational providers, economic development agencies, and human services partners. Membership will include one regional representative for each of the following entities; an ex-offender employment services provider, post-secondary educational provider, a vocational rehabilitation agency, and the Virginia Employment Commission.

Nominations to the Workforce Council must be submitted to the appropriate Chief Local Elected Official in either the City of Alexandria or Arlington County, as determined by Workforce Council assigned staff. Nominations may be made from a variety of sources, including business organizations, local educational entities, and local labor organizations. Nominations shall be sought in accordance with applicable policies of the Commonwealth of Virginia. Appointments to the Workforce Council will be made by the Chief Local Elected Official of each jurisdiction. Workforce Council member appointments will be for three-year terms. Term limits may be staggered at the discretion of the Chief Local Elected Officials to ensure that only a portion of membership expires at a given time. Members may be reappointed to successive terms without limitation.

Resignation by a Workforce Council member shall be submitted to the Workforce Council Chairperson and the Chief Local Elected Official, whichever was the appointing body. The position will then be filled for the remainder of the term, according to policies established by the Commonwealth of Virginia.

A Certification Form for Workforce Council appointments is submitted to the Commonwealth of Virginia, as required. The Workforce Council membership will be certified by the Commonwealth of Virginia.

A Workforce Council member must attend at least 75% of the yearly council meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled or unforeseen business trips, and emergency work assignments only. All other absences are recorded as unexcused. A Workforce Council member may be removed for failing to disclose a conflict of interest or otherwise violating the conflict of interest provision in the By-laws.

#### ARTICLE IV OFFICERS

The Workforce Council will elect its Chairperson and Vice Chairperson from among its business members. The Chairperson and the Vice Chairperson shall be elected for corresponding two-year terms.

In the absence of the Chairperson, the Vice Chairperson shall preside at meetings and perform such duties as are required by the Workforce Council. In the absence of both officers, the Chairperson shall appoint a Workforce Council member to preside for that specific meeting.

**ARTICLE V  
MEETINGS**

The Workforce Council shall meet at the call of the Chairperson. Members shall be advised in advance of the time and place of regular or special meetings. The presence of one-half, plus one of the current membership of the Workforce Council shall constitute a quorum to conduct business. Meetings of the Workforce Council are conducted in an open manner, are held in accessible locations, and with advance notice provided to the general public. Remote participation is outlined in the Remote Participation Policy found within the WIOA Local Policies for the VCW Alexandria City/Arlington County Region manual. All meetings shall be held in accordance with policies set forth by the Commonwealth of Virginia and the Virginia Freedom of Information Act.

**ARTICLE VI  
VOTING**

Matters brought before the Workforce Council may be resolved by a simple majority of the members present, provided a quorum is present as described above. Each member of the Workforce Council shall be entitled to one vote, subject only to the reservation in ARTICLE IX, Conflicts of Interest. Members may designate an alternate to attend in their absence and vote on matters if provided a proxy by the member. Both the name of the alternate and the proxy must be recorded with staff prior to the meeting. The Chairperson shall vote only if needed to break a tie.

**ARTICLE VII  
ATTENDANCE AT MEETINGS**

Acceptance of membership on the Workforce Council signifies intent to participate in the activities of the Workforce Council and to attend the meetings of the Workforce Council.

Workforce Council assigned staff shall inform the Workforce Council Chairperson of any instance in which an appointed member is absent without explanation from regularly scheduled meetings of the Workforce Council. The Chairperson may then direct staff to contact that individual to ascertain whether or not he/she intends to participate in future meetings and activities.

**ARTICLE VIII  
COMMITTEES**

An Executive Committee shall be initially established, consisting of the Chairperson, Vice Chairperson, and any other member as designated by the Chairperson. At the call of the Chairperson, this committee shall meet when necessary to develop the strategic plan of the Workforce Council and other activities as outlined in WIOA Section 107(b)(4). The Chairperson will make a report on the Executive Committee's decisions at the next full Workforce Council meeting.

Committees and task groups may be established by the Chairperson of the Workforce Council as deemed necessary to perform specific activities outlined in WIOA Section 107(b)(4). The Chairperson of the Workforce Council shall be an "ex-officio" member of all committees. The Workforce Council Chairperson may appoint individuals from inside and outside of the membership of the Workforce Council to serve on any committee at any time. Appointments by the Chairperson must be approved by a majority vote of Workforce Council members present at next Workforce

Council Meeting. The Workforce Council Chairperson may designate the Chairperson of all such committees and the terms of service. The provisions Article V apply to committee meetings.

**ARTICLE IX  
CONFLICT OF INTEREST**

All Workforce Council members serve a public interest and trust role and have a clear obligation to conduct all affairs in a manner consistent with this concept. All decisions of the Workforce Council are to be based on promoting the workforce system, including employers and job seekers of the City of Alexandria and Arlington County. To this end, the Workforce Council will adopt a Conflict of Interest policy consistent with that of the Commonwealth of Virginia, the City of Alexandria, and Arlington County. This policy will be the Alexandria/Arlington Regional Workforce Council Conflict of Interest policy.

**ARTICLE X  
PARLIAMENTARY AUTHORITY**

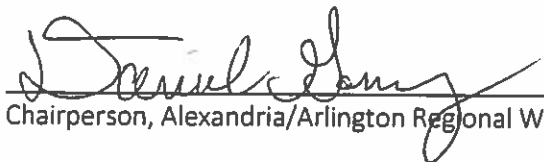
It is the sense of the Workforce Council that meetings shall be conducted in an information atmosphere in order to encourage a free exchange of ideas; however, the rules contained in Robert's Rules of Order shall guide the Workforce Council.

**ARTICLE XI  
AMENDMENT OF THE BY-LAWS**

By-laws may be amended at any regular meeting of the Workforce Council by a majority vote of the total membership, provided that there is a quorum of members present, and providing that the amendment has been submitted in writing at the previous regular meeting of the Workforce Council.

**ARTICLE XII  
EFFECTIVE DATE**

The By-laws shall become effective as of the date of the adoption by the Workforce Council.

  
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Chairperson, Alexandria/Arlington Regional Workforce Council

3-14-19  
Date Adopted